

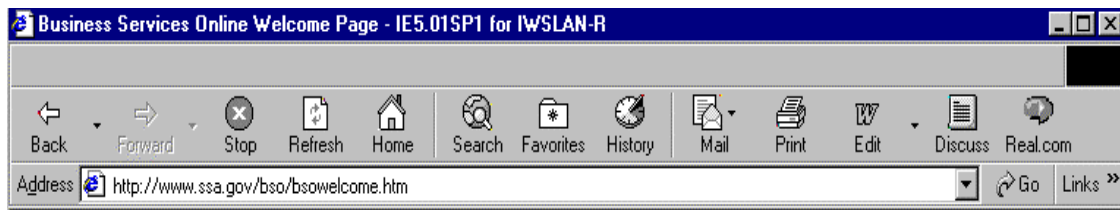
Business Services Online Tutorial

How to use Internet Representative Payee (I623)

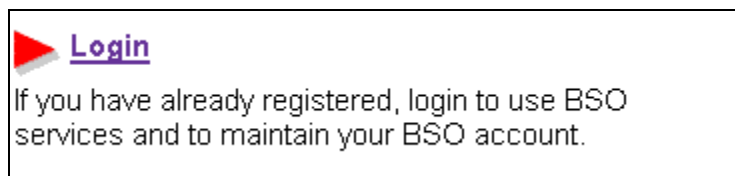
Introduction

Internet Representative Payee (I623) allows participating organizational Representative Payees the ability to complete the annual accounting SSA Form 623 online.

Step 1: To access Internet Representative Payee online service, point your browser to the Business services Online Welcome page www.ssa.gov/bsowelcome.htm





Step 2: Select the Login link on the BSO Welcome Page.



Step 3: After reading and agreeing to the Business Services Online Attestation page, select the 'I Accept' button.

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Central Content

Please read the following terms of use for Business Services Online.

By selecting the "I Accept" button at the bottom of this statement, you are certifying that you understand and agree to the terms of use for Business Services Online that pertain to the type(s) of access you are authorized.

Information about SSA's Online Policies

The privacy of our customers has always been of utmost importance to the Social Security Administration. Our first regulation, published in 1937, was written and published to ensure your privacy. Our concern for your privacy is no different in the electronic age.

- Details of SSA's Online Privacy Policy.
- Details of SSA's Online Security Policy.
- The Privacy Act and the Freedom of Information Act.
- Paperwork Reduction Statement.

Information About Registering for Business Services

To obtain a PIN and password, complete the registration form and select the submit button on the following page. The information you submit will be verified against our records.

If your registration is successful, you will receive your PIN online. Your temporary password will be sent to you by regular postal mail. You must change your temporary password the first time you login.

You may update your registration information or change your password at any time. Your PIN will expire if you do not change your password at least once a year. The system will display your password expiration date.

I understand that the Social Security Administration (SSA) will validate the information I provide on the registration form against the information in SSA's files. I certify that

- I am currently employed by the employer named on the form and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer, or
- I am currently employed by the organization named on the form and have the authority to certify and transmit the Internet Representative Payee Report (623), and
- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my FBI.
- I am aware that any person who knowingly and willingly makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I have read the above and am the individual to whom the password information applies.

Proper Use of Social Security Number Verification Service (SSNVS)

- This service is for registered users only.
- SSA will verify Social Security numbers (SSNs) solely to ensure that the records of current or former employees are correct for the purpose of completing Internal Revenue Service Form W-2 (Wage and Tax Statement).
- Anyone who knowingly and willfully uses SSNVS to request or obtain information from SSA under false pretenses **violates Federal law** and may be punished by a fine or imprisonment or both.
- Use SSNVS only to verify SSNs of currently or previously employed workers
 - Do not use the service to verify SSNs of potential new hires or contractors.
 - Company policy concerning the use of SSNVS should be applied consistently to all workers; for example:
 - If used for newly hired workers, verify information on all newly hired workers.
 - If used to verify information on other workers on your data base, verify the information for all workers on the entire data base.
- SSA will advise you when a name and SSN you submitted does not match our records.
 - This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.
 - This response does not make any statement about your employee's immigration status.
 - This response is not a basis, in and of itself, for you to take any adverse action against the employee, such as firing off, suspending, firing, or discriminating against the employee.

If you rely only on the information SSA provides regarding name and SSN verification to justify adverse action against a worker, you may violate State or Federal law and be subject to legal consequences.

User Certification for Individual Employers - Please Read Carefully!

- I certify that I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)."
- I certify that I am verifying SSNs solely to ensure that the records of my current or former employees are correct for the purposes of Form W-2 reporting.
- I certify that I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS.
- I understand that I may be subject to penalties if I submit fraudulent name and SSN information.

Federal Privacy Act Statement for Third Party Submitters

You can use a fee-based approach when offering SSNVS to your clients. However, caution should be taken. SSA offers services, like SSNVS, free of charge. Some companies in the private sector offer those same services for a fee and develop misleading brochures and advertisements to discourage the use of misleading mailings about Social Security and Medicare. Congress enacted specific prohibitions in Section 312 of the Social Security Independence and Program Improvements Act of 1994 that broadened the existing deterrents. The prohibitions are codified at Title 42 of the U.S. Code, Section 1320b-10. You should ensure that you are aware of these legal provisions and conform to their requirements and:

- Be cautious not to suggest to your clients that this service is only available through you;
- Advise all customers that this service is available at no cost from SSA and that this service is not a unique or exclusive arrangement between SSA and your company; and
- Be sure not to give any indication when describing your SSNVS service to your clients that your company has an arrangement that allows direct access to SSA data bases, program software, etc.

User Certification for Third-Party Submitters - Please Read Carefully!

- I certify that I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters".
- I certify that I am verifying SSNs solely to ensure that the records of my client's current or former employees are correct for the purposes of Form W-2 reporting.
- I certify that I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS.
- I understand that I may be subject to penalties if I submit fraudulent name and SSN information.

By selecting the "I Accept" button, you are certifying that you understand and agree to the terms of use for Business Services Online that pertain to the type(s) of access you are authorized.

Have a question? Call **1.800.772.6270** to speak with Employer Customer Service personnel. For TDD/TTY call **1.800.325.0770**.

Step 4: Type your Personal Identification Number (PIN) and password to access Business Services Online Home page.

(Note: You can only access this service with a PIN and password. You must also be an approved participant in this Proof of Concept program.)



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Social Security's Business Services Online (BSO)

Central Content
[Business Services Online \(BSO\) Login](#)

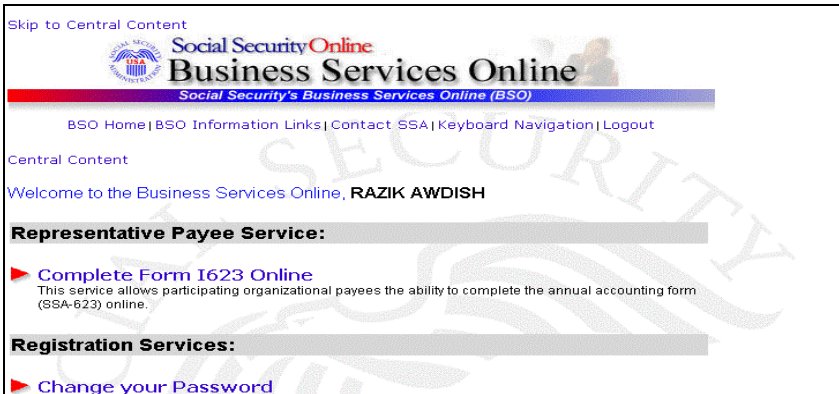
Type your registration PIN and password, then select submit.

If you have not received your password, follow [this link](#) for more instructions.


Personal Identification Number (PIN):

Password:

Step 5: From the Business Services Online home page, select the 'Complete Form I623 Online' link.



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Central Content

Welcome to the Business Services Online, RAZIK AWDISH

Representative Payee Service:

▶ [Complete Form I623 Online](#)
This service allows participating organizational payees the ability to complete the annual accounting form (SSA-623) online.

Registration Services:

▶ [Change your Password](#)

Step 6: The Select Beneficiary page will display. Select a beneficiary from the list of recipients.



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Select Beneficiary

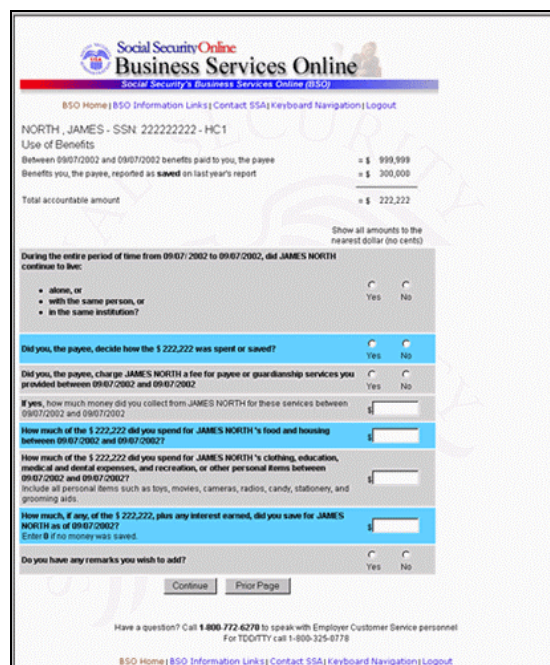
Representative Payee Reports are due from KEY SERVICE SYSTEMS INC for the following beneficiaries. To enter a report, please choose the appropriate Select button from the list below.

Name	Social Security Number	Beneficiary ID Code	Period Ending Date	
BARNES, FRANCIS G	191-24-7730	C1	08/2002	Select
CIERI, MICHAEL	200-09-0013	C1	08/2002	Select
EVERLY, JACK	182-20-3381	C1	08/2002	Select
HOPWOOD, JOHN F	159-18-6457	C1	08/2002	Select
JORDAN, ROBERT	199-16-0049	C1	08/2002	Select
ORFE, LOUIS W	166-05-4996	C1	08/2002	Select
SHEEHAN, JAMES N	034-20-1276	C1	08/2002	Select
STRANIX, JAMES R	200-18-7786	C1	08/2002	Select
STUMPO, CHRISTOPHE A	177-20-5616	C1	08/2002	Select

Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel.
For TDD/TTY call 1-800-325-0778.

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Step 7: The Use of Benefits page will display. Complete the form. This form contains the information found on the paper Form SSA 623:



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NORTH, JAMES - SSN 22222222 - HC1

Use of Benefits

Between 09/07/2002 and 09/07/2002 benefits paid to you, the payee = \$ 999,999
Benefits you, the payee, reported as saved on last year's report = \$ 300,000
Total accountable amount = \$ 222,222

Show all amounts to the nearest dollar (no cents)

During the entire period of time from 09/07/2002 to 09/07/2002, did JAMES NORTH continue to live:

☐ alone, or
☐ with the same person, or
☐ in the same institution? Yes No

Did you, the payee, decide how the \$ 222,222 was spent or saved? Yes No

Did you, the payee, charge JAMES NORTH a fee for payee or guardianship services you provided between 09/07/2002 and 09/07/2002? Yes No

If yes, how much money did you collect from JAMES NORTH for these services between 09/07/2002 and 09/07/2002? \$

How much of the \$ 222,222 did you spend for JAMES NORTH's food and housing between 09/07/2002 and 09/07/2002? \$

How much of the \$ 222,222 did you spend for JAMES NORTH's clothing, education, medical and dental expenses, and recreation, or other personal items between 09/07/2002 and 09/07/2002? \$

How much, if any, of the \$ 222,222, plus any interest earned, did you save for JAMES NORTH as of 09/07/2002? Enter 0 if no money was saved. \$

Do you have any remarks you wish to add? Yes No

Continue Prior Page

Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel.
For TDD/TTY call 1-800-325-0778.

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Step 8: Select the 'Continue' button to continue to the next page or select the 'Prior Page' button to return to the Select Beneficiaries page.

If the response is 'Yes' that the beneficiary did not live alone, or with the same person, or the same institution
OR

If the response is 'Yes' that the representative payee did not decide how the money was to be spent or saved

OR

If the response is '0' that no money was saved,

THEN

the Type of Account/Title of Account web page will not be displayed and the Summary web page will be displayed with the responses to the questions answered on the previous web page.

The screenshot shows the Social Security Online Business Services Online (BSO) interface. At the top, there is a header with the Social Security Administration logo and the text "Social Security Online Business Services Online" and "Social Security's Business Services Online (BSO)". Below the header, there is a navigation bar with links: "BSO Home", "BSO Information Links", "Contact SSA", "Keyboard Navigation", and "Logout". The main content area displays the name "NORTH, JAMES" and the Social Security Number "SSN: 222-22-2222" along with the identifier "HC1". A "Remarks" section contains a text box with the following text: "You indicated that JAMES NORTH did not continue to live alone, or with the same person, or in the same institution, for the entire period from 09/07/2002 to 09/07/2002. Please explain below and provide the current address for JAMES NORTH." Below the text box are "Continue" and "Prior Page" buttons. At the bottom, there is a footer with the text: "Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778." and another set of navigation links: "BSO Home", "BSO Information Links", "Contact SSA", "Keyboard Navigation", and "Logout".


Step 9: If the response indicated that money was saved then the Type of Account/Title of Account Page will display. Enter the appropriate information for the two accounting questions.

The screenshot shows the Social Security Online Business Services Online (BSO) interface for the "Type of Account" and "Title of Account" sections. At the top, there is a header with the Social Security Administration logo and the text "Social Security Online Business Services Online" and "Social Security's Business Services Online (BSO)". Below the header, there is a navigation bar with links: "BSO Home", "BSO Information Links", "Contact SSA", "Keyboard Navigation", and "Logout". The main content area displays the name "TALYOR, BARRY" and the Social Security Number "SSN: 006-07-0100" along with the identifier "HC1A1". The "Type of Account" section contains a text box with the following text: "In what type of account did you save the benefits for BARRY TALYOR? If your method of saving the benefits is not specifically listed, choose Other and enter how the benefits are being saved (e.g., cash, Treasury Bills, mutual funds, etc.)." Below the text box are checkboxes for "Savings/Checking Account", "U.S. Savings Bonds", "Certificates of Deposit", and "Collective Savings/Checking Account", and an "Other:" field. The "Title of Account" section contains a text box with the following text: "What is the title of the account that contains BARRY TALYOR's savings? Choose Other if the account title is different from those listed and provide the exact title. If funds are held in cash, choose Other and enter None." Below the text box are checkboxes for "BARRY TALYOR by CAN'T REMEMBER IT SORRY NO NAME FOR YOU", "CAN'T REMEMBER IT SORRY NO NAME FOR YOU for BARRY TALYOR", and an "Other:" field. Below the text boxes are "Continue" and "Prior Page" buttons. At the bottom, there is a footer with the text: "Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778." and another set of navigation links: "BSO Home", "BSO Information Links", "Contact SSA", "Keyboard Navigation", and "Logout".

Step 10: Select the 'Continue' button to advance to the Summary page or the 'Prior Page' button to return to the Use of Benefits web page.

Step 11: .The Summary Page will display. You can only view the information on this page.

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TALYOR, BARRY - SSN: 006-07-0100 - HC1A1

Summary

Between 09/07/2002 and 09/07/2002 benefits paid to you, the payee	= \$ 999,999
Benefits you, the payee, reported as saved on last year's report	= \$ 300,000
Total accountable amount	= \$ 222,222

Summary

You are about to send the following information to the Social Security Administration for the report period 09/07/2002 and 09/07/2002.

Did BARRY TALYOR continue to live alone, with the same person, or at the same institution during this period?	Yes
Did you, the payee, decide how the money was spent or saved?	Yes
Did you, the payee, charge BARRY TALYOR a fee as payment for your services?	Yes - \$ 100 collected
Amount spent for BARRY TALYOR's food and housing:	\$ 100
Amount spent for BARRY TALYOR's clothing, education, medical/dental expenses, recreation, personal items:	\$ 100
Amount saved for BARRY TALYOR, including interest:	\$ 100
Type of account:	Savings/Checking Account
Title of account:	BARRY TALYOR by CAN'T REMEMBER IT SORRY NO NAME FOR YOU
Remarks:	None.

To change the information you entered, choose **Edit**.


If this information is correct, choose **Confirm and Sign** to send the report to the Social Security Administration. You will no longer be able to edit the information once it is sent. By choosing **Confirm and Sign**, you certify that the information you have given on this form is true and the Personal Identification Number (PIN) you entered at login will serve as your electronic signature. A person who conceals or fails to tell SSA about events asked about on this form with the intent to fraudulently receive benefits may be fined, imprisoned or both.

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

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Step 12: Select the 'Confirm and Sign' button to submit the form or the 'Edit' button to return to the Use of Benefits page.

Step 13: The Confirmation page will display.



Social SecurityOnline

Business Services Online

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NORTH , JAMES - SSN: 222222222 - HC1

Confirmation

You sent the following information on 10/09/02 to the Social Security Administration for the period 09/07/2002 to 09/07/2002:

Did JAMES NORTH continue to live alone, with the same person, or at the same institution during this period? No

Did you, the payee, decide how the money was spent or saved? No

Did you, the payee, charge JAMES NORTH a fee as payment for your services? Yes - \$ 750 collected

Amount spent for JAMES NORTH's food and housing \$ 1,200

Amount spent for JAMES NORTH's clothing, education, medical/dental expenses, recreation, personal items \$ 4,500

Amount saved for JAMES NORTH , including interest \$ 1,250

Type of account: U.S. Savings Bonds

Title of account: JAMES NORTH by HNTB CORPORATION

Remarks: test remarks

We suggest you Print or Save this page for your records.

Enter Another Report

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel
For TDD/TTY call 1-800-325-0778

[BSO Home](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

Step 14: Select the 'Enter Another Report' button to enter information for another beneficiary or Select 'Logout' to exit.